



The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (www.ojp.usdoj.gov/ojjdp), is pleased to announce that it is seeking applications to fund the OJJDP FY 2007 Evaluation of Juvenile Drug Courts Program. The evaluation will further the Department's mission by supporting research that will provide objective, independent, evidence-based information to guide the Department's assessment of the effectiveness of the juvenile drug court program, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

OJJDP FY 2007 Evaluation of Juvenile Drug Courts Program

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations).

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T. on August 31, 2006.

(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Kellie Dressler Tetrick, Branch Chief, at 202-514-4817 or kellie.dressler-tetrick@usdoj.gov.

This application must be submitted through **Grants.gov**. The funding opportunity number is **[add when known]**. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CONTENTS

Overview.....	3
Deadline: Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Faith-Based and Other Community Organizations	3
Program-Specific Information.....	4
Purpose.....	4
Goals, Objectives, and Deliverables.....	5
Award Information.....	5
Performance Measures.....	6
How to Apply.....	6
What an Application Must Include.....	7
Application for Federal Assistance (SF-424).....	7
Assurances and Certifications.....	7
Program Narrative.....	7
Budget and Budget Narrative.....	10
Other Attachments.....	11
Selection Criteria.....	12
Review Process.....	12
Additional Requirements	12
Accounting Statement and Financial Capability Questionnaire.....	13
Attachment: Sample Project Timeline.....	14

OJJDP FY 2007 Evaluation of Juvenile Drug Courts Program CDFA # 16.585

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) seeks to inform the development and implementation of its juvenile drug court program by soliciting an independent evaluation of the strategies employed in juvenile drug courts and their impact on the behavior of participating youth. The evaluation's findings should contribute to a more comprehensive assessment of juvenile drug courts and their role in assisting substance-abusing youth involved in the juvenile justice system.

A juvenile drug court is a specific juvenile court calendar or docket designed to reduce recidivism and substance abuse among participating juvenile offenders; increase the likelihood of successful rehabilitation through early, continuous, and intense judicially supervised treatment, mandatory periodic drug testing, and community supervision; and use appropriate sanctions and rewards to reinforce positive behavior.

Deadline: Registration

The [Grants.gov](#) registration deadline is 8:00 p.m. E.T., August 21, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., August 31, 2006.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including secular and faith-based nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its

religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements. (See "Additional Requirements," page 12).

Program-Specific Information

OJJDP recognizes the need for independent evaluation of programs and the significance of evidence-based practices. While some evaluations of juvenile drug courts have shown promising results, more information is needed to assess whether OJJDP's Juvenile Drug Court Program, as presently structured, is achieving the desired outcomes of reduced recidivism and treatment effectiveness and to inform program development. Moreover, OJJDP seeks to assess strategies currently used by established juvenile drug courts to determine evidence-based practices that may enhance the training it provides to communities intending to institute juvenile drug courts.

Applicants are encouraged to review *Juvenile Drug Courts: Strategies in Practice* (www.ncjrs.org/pdffiles1/bja/197866.pdf) to better their understanding of the essential elements of a juvenile drug court program.

The award will be made in the form of a cooperative agreement. OJJDP uses cooperative agreements when the Office anticipates that there will be substantial collaboration between OJJDP and the award recipients during performance of the proposed activities. OJJDP will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. OJJDP and the recipient jointly will coordinate topics addressed and services rendered. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. The OJJDP Program Manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the project to discuss activities, plans, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and analysis.

Purpose

The purpose of the OJJDP FY 2007 Evaluation of Juvenile Drug Courts Program is to provide an independent evaluation of the program results and to assist OJJDP in determining evidence-based practices to inform program development and training activities.

Goals, Objectives, and Deliverables

The successful applicant for the OJJDP 2007 Evaluation of Juvenile Drug Courts Program will be required to:

- Conduct an outcome evaluation of a set number (determined by applicant) of the more than 100 juvenile drug courts that have participated in OJJDP's Juvenile Drug Court Planning Initiative within the last three years or are current OJJDP grantees. The outcome evaluation will measure the impact of program participant behavior. Outcomes of interest include successful completion of treatment protocols and recidivism during and after participation. More rigorous evaluation methods will be given priority, with a preference for those that provide a sound basis for drawing casual inferences. Quasi-experimental methods may provide a strong basis for inferences about the effects of the intervention, although true experiments provide the strongest basis for counterfactuals, when feasible. Feasibility of proposed methods, anticipation of problems in implementing the proposed design, well-conceived strategies to overcome design and implementation obstacles, and a detailed plan of analysis will be critical elements of a successful application.
- Conduct a process evaluation of a set number (determined by applicant) of the more than 100 juvenile drug courts that have participated in OJJDP's Juvenile Drug Court Planning Initiative within the last three years or are current OJJDP grantees. The process evaluation will document implementation of program activities and include information on lessons learned. The applicant should focus on strategies that have significant impact on program outcomes. (See *Juvenile Drug Courts: Strategies in Practice*, as noted above.)

The awardee will submit semi-annual progress reports through the Grants Management System (GMS) and a final report that provides a comprehensive review of the literature that details previous research on juvenile drug courts; an overview of the project and a detailed description of the project design, data, and methods; a full presentation of findings; and a thorough discussion of the implications of the project findings for juvenile drug court practices. Additional deliverables are described on page 9 under "Plan To Disseminate Findings."

Award Information

One evaluation award will be made for an amount up to \$1,150,000. The award period is 48 months. There is no match requirement.

Awards are subject to the availability of appropriated funds. Applicants proposing a project that exceeds the amount of money that may be available should divide their project into phases so that OJJDP can consider making an award for a specific portion of the work. Additional funding cannot be guaranteed and depends on availability of resources and past performance. Each phase must be designed so that meaningful data and conclusions can be drawn, should no future funding be available for subsequent phases.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Support a program evaluation that will assess juvenile drug court practices and outcomes and OJJDP in determining evidence-based practices to inform program development and training activities.	<u>Outcome</u> Percent of requested evaluation products delivered on time. Percent of requested evaluation products meeting required specifications. (See "Plan To Disseminate Findings," page 10, for the minimum number and types of deliverables.)	 Number of requested evaluation products delivered on time, compared to total number of evaluation products requested. Number of requested evaluation products meeting required specifications met, compared to total number of evaluation products requested.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a one-stop storefront that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at <http://www.ojjdp.ncjrs.org/funding/grants.html>. Applicants who experience difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program," and the funding opportunity number is **[add when known]**.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information.

The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (SF–424)

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies.

Applicants will need to provide the following information to complete the SF–424:

DUNS Number. Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866-705-5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccreg/>.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, OJJDP FY 2007 Evaluation of Juvenile Drug Courts Program, is 16.585.

Assurances and Certifications

Applicants are required to review and accept the “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement” in order to receive federal funds under this program.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) goals and objectives, (3) project design, and (4) management and organizational capability. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem.** In this section of the program narrative, applicants must demonstrate the following:
 - ❖ Understanding of the literature on juvenile drug courts and their use as a strategy for addressing the problems of substance-abusing youth in the juvenile justice system.

- ❖ Knowledge of the relative strengths and weaknesses regarding and the differences between the operations of a juvenile drug court and a regular juvenile court.
- ❖ Understanding of the current state of the literature regarding the evaluation of juvenile drug courts.
- **Goals and Objectives.** Applicants must describe the goals of the proposed project and identify its objectives.

Goals—Applicants should provide a broad statement, written in general terms, that conveys the project’s intent and outlines the specific goals of the project.

Objectives—Applicants should explain how the project will accomplish its goals. Objectives are specific, quantifiable, measurable statements of the desired results of the project, and they should be clearly connected to the problems identified in the preceding section.

- **Project Design.** In this section of the narrative, applicants must present a project design that proposes a structure for the process and outcome evaluations and a detailed plan that (1) meets the requirements in this solicitation, (2) proposes a strategy to engage sites in the evaluation, and (3) presents a plan to disseminate evaluation findings.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the 3 years of the evaluation. This timeline/milestone chart should be submitted as a separate chart as stipulated in “Other Attachments,” page 11.

- **Meets Solicitation Requirements**

The proposed evaluation design must be detailed and specific and include the following required components:

- ❖ A methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test these hypotheses. More rigorous evaluation methods will be given priority, with a preference for those that provide a sound basis for drawing casual inferences. Quasi-experimental methods may provide a strong basis for inferences about the effects of the intervention, although true experiments provide the strongest basis for counterfactuals, when feasible. Feasibility of proposed methods, anticipation of problems in implementing the proposed design, well-conceived strategies to overcome design and implementation obstacles, and a detailed plan of analysis will be critical elements of a successful application.
- ❖ A description of quantitative and qualitative data collection and analysis methods, the tools to be used, and the applicant’s expertise in these techniques. Process evaluation and outcome evaluation components will be required to address the evaluation questions effectively. Outcome evaluation questions should be focused on recidivism of youth both during and after program participation and the relation between completion of treatment and relapse rates. Applicants should pose specific questions related to these outcomes.

- ❖ Identify a variety of multi-level analyses that address the program's outcomes, both at the individual and the site level.
- ❖ A table or diagram linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques.
- ❖ Procedures for collecting, managing, storing, and transmitting data, including data to be collected from comparison/control group subjects. Applicants should identify the software and data verification procedures that will be used in this regard.

In developing a procedure to collect data, the applicant must adhere to the following requirements:

- ❖ *Informed Consent Procedures.* Applicants must describe the procedures to be used to obtain informed consent from all families from whom the evaluator will collect data. Informed consent procedures must inform participants that case-level data absent any identifying information will be reported to OJJDP. Sample informed consent forms should be included as stipulated in "Other Attachments," page 11.
- ❖ *Institutional Review Board Clearance.* Applicants must provide evidence of receipt of at least provisional institutional review board clearance for data collection activities, including reporting case-level data absent any identifying information to OJJDP, and submit evidence of such clearance as stipulated in "Other Attachments," page 11.

• **Strategy To Engage Sites**

Applicants must describe their strategies for identifying, recruiting, and retaining appropriate control and comparison groups, including a discussion of anticipated challenges and how they will be addressed.

The successful applicant will demonstrate its ability to establish and maintain a collaborative, responsive, and mutually satisfactory relationship with the sites while adhering to standards of scientific rigor in implementing the evaluation.

• **Plan To Disseminate Findings**

The applicant must describe a plan, including a timeline, to disseminate the study's findings that includes, in addition to the required semi-annual progress reports, the following deliverables :

- ❖ A literature review that synthesizes previous research on juvenile drug courts.
- ❖ A description of the interventions implemented at each site.
- ❖ A manuscript for an OJJDP bulletin that summarizes the study's findings in non-technical language.
- ❖ A final report that provides a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of the project findings; and a thorough discussion of the implications of the project findings for juvenile drug court practices.

The applicant is invited to recommend other products.

The evaluator should plan to present findings at professional and research conferences.

The applicant is invited to propose additional strategies for sharing the findings of the evaluation with the evaluated sites and disseminating them to researchers and practitioners.

- **Management and Organizational Capability.** In this section of the program narrative, applicants must:
 - ❖ Demonstrate the applicant's experience in managing a multi-site evaluation project of this size and scope and its capacity to do so.
 - ❖ Outline a proposed staffing plan identifying key staff, describing their qualifications and experience, and indicating the percentage of time that each will devote to the project.
 - ❖ Describe the applicant's experience in developing and sustaining collaborative and participatory evaluator-research relationships with program sites, service providers.
 - ❖ Support the description of their organizational and management capability by providing resumes of key personnel as stipulated in "Other Attachments," page 11.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget of up to \$1,150,000 to cover the 4-year period of the award, which includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item.

Match Requirement: Match is not required for this program.

- ❖ **Budget Detail Worksheet.** The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.
- ❖ **Budget Narrative.** The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly, supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement: Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application. Please note that although OJJDP does not assign specific point values to the attachments listed below, when appropriate, peer reviewers will consider them in rating applications. For example, reviewers will consider resumes in assessing "Management and Organizational Capability" or timelines in assessing "Project Design." Peer reviewers will not review any additional information other than that specified below.

- ❖ Project timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the 4 years of the evaluation. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timeline," page 15.)
- ❖ Resumes of all key personnel.
- ❖ Job descriptions outlining roles and responsibilities for all key positions.
- ❖ Sample informed consent forms.
- ❖ Evidence of provisional institutional review board clearance.
- ❖ **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below:
 - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and

phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Sarah Breen at Sarah.Breen@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- ❖ Statement of the Problem (10 points)
- ❖ Goals and Objectives (5 points)
- ❖ Project Design (60 points)
 - Meets Solicitation Requirements (35 points)
 - Strategy To Engage Sites (15 points)
 - Plan To Disseminate Findings (10 points)
- ❖ Management and Organizational Capability (20 points)
- ❖ Budget and Budget Narrative (5 points)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards. Detailed information about OJJDP’s peer review process can be found on the OJJDP Web site at <http://ojjdp.ncjrs.org/funding/peerreview.html>.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- ❖ Civil Rights Compliance
- ❖ Confidentiality and Human Subjects Protections regulations
- ❖ Anti-Lobbying Act
- ❖ Financial and Government Audit Requirements
- ❖ National Environmental Policy Act (NEPA) compliance
- ❖ DOJ Information Technology Standards

- ❖ Single Point of Contact Review
- ❖ Non-supplanting of State or Local Funds
- ❖ Criminal Penalty for False Statements
- ❖ Compliance with Office of the Comptroller Financial Guide (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding
- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization
- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Accounting System and Financial Capability Questionnaire

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

Attachment: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Off-track student A begins garden/computer courses; students B and C begin homework/ tutoring.	Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas. On-track students notice improvement in grades, attendance and mathematics and literacy skills.	Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor. On-track students receive individualized homework help and tailored "game-plan" for improved grades and attendance.	End of month 2.	Project Director, Alice Smith
2	Identify and provide counseling for at-risk students.	Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year.	Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year.	Ongoing.	Project Director, Alice Smith
3	Evaluation	Track student progress.	Administer quizzes and portfolio assessments, project progress assessment. Begin teacher check-ins, grade assessment, progress reports.	End of month 6.	Program Coordinator, John Smith
4					
5					